



City of South Bend

Vacancy Announcement

Post Date: Thursday, March 12, 2015

Closing Date: Tuesday, March 17, 2015

CSO REP II

Category: Full Time (Teamster)

Department: Public Works/Environmental Services

Reports To: Operations Manager

Shift: 7 AM-3:30 PM, Monday-Friday (standby call out – on rotation with others 24/7). Hours may vary based on departmental need.

Pay Rate: \$18.94/hr. (Non-exempt)

Position: SUMMARY

Incumbent assists Operations Manager with implementation of all provisions of the CSO Operational Plan (CSOOP). The CSOOP is a highly regulated EPA and IDEM provision of the City of South Bend's NPDES permit. Incumbent oversees and performs a variety of skilled/unskilled tasks to maintain essential elements of the CSOOP, including, but not limited to, maintenance of sensors and control valves that store and/or prevent untreated sewage from being discharged to the river.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Drives truck to various CSO chambers, trunk lines and other CSO related structures located throughout City.
- Possesses CDL and keeps CSO chambers, pipes, and other structures cleaned out by operating a Vactor.
- Inspects CSO chambers physically and with pole mounted cameras and documents findings via written and computerized media.
- Utilizes Microsoft Office (Word, Excel, Access) software and other software applications.
- Uses GPS units to identify manholes, pipes and other structures.
- Performs calibration checks on CSO.net sensors.
- Makes recommendations for continuous improvement of the collection system and CSO related components.
- Ensures appropriate equipment is available for job tasks.
- Does preventive maintenance on all CSO chambers, sensors, stilling tubes, backwater gates and other components.
- Operates light power equipment such as compressors, generators, pumps, power washers, mowers.

- Inspects and manually operates valves.
- Investigates sources of inflow and infiltration.
- Coordinates with Sewer Department to maintain proper operation of the sewer system.
- Maintains schedules and reviews jobs for completeness.
- Ensures worksite safety measures are in use.
- Monitors retention basins for proper storage/operation.
- Monitors odor and maintains odor control systems.
- Participates in training of other employees.
- Fills out daily log, work orders, and confined space forms in written and computerized media.
- Keeps grass mowed and stations clean as needed.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other related tasks as directed.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.
- One (1) year experience with sewage collection systems and lift stations.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must be able to use Microsoft Office Suite software (Word, Excel, Access).
- Must be able to learn to use additional software applications.
- Must perform all job functions with honesty and professionalism.
- Must negotiate stairs.
- Must possess sufficient physical strength, coordination and mental alertness to permit safe and efficient performance on the job.
- Must visually trace piping.
- Must be able to hand operate manual valves from below floor level to ceiling height.
- Must be able to climb and work on a ladder.
- Must be able to work around open and unprotected water.
- Must be able to work in high places.
- Must be able to work in confined spaces.
- Must be able to work outside in all weather conditions.
- Must be able to work alone.
- Ability to make sound judgments independently.
- Ability to work on one's feet and to remain alert at all times.
- Must interact with coworkers and public with tact and diplomacy.
- Ability to work effectively in a team environment.
- Knowledge of basic mechanical maintenance and repair.
- Must be able to work without supervision.
- Ability to perform strenuous work outdoors and in adverse weather conditions.
- Ability to make clear decisions and ability to direct the work of others.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be confined space certified.
- Must be certified in work zone safety.
- Commercial Driver's License (CDL).

EQUIPMENT

Vactor, service truck, light power equipment, pole mounted camera, computer, GPS units.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools or controls; and each with hands and arms. The employee must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work performed indoors/outdoors in adverse weather conditions. Individuals may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, noise and extreme temperatures.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbend.in.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required